









## ENROLL IN MHS LESSONS FOR HS “A” SCHOOL

STEP	ACTION
	<p>The self-paced learning courses you must complete in MHS Learn before you arrive at HS “A” School are:</p> <ol style="list-style-type: none"> <li>1. HIPAA Security 101</li> <li>2. HIPAA Ancillary Clinical Introduction and Scenarios</li> <li>3. HIPAA Introduction to Privacy and Security</li> <li>4. HIPAA Family Discussions and Opt Out</li> <li>5. CHCS-System Orientation: Basic Skills</li> </ol>
1.	Before beginning, ensure you have access to the Internet and at least 90 minutes of uninterrupted time to complete each course.
2.	Enter the web address: <a href="https://mhslearn.satx.disa.mil/ilearn/en/learner/jsp/default.htm">https://mhslearn.satx.disa.mil/ilearn/en/learner/jsp/default.htm</a> and press <ENTER>
3.	Read Warning and press <OK>
4.	On the left side of the screen, find <b>Self Register</b> . Click the phrase <a href="#">Click here to register</a> .
5.	<p>Type your social security number in the box provided. Type it again to confirm. Select &lt;Next&gt; (bottom right side of page)</p> <p>Note –If you incorrectly typed your SSN or you typed it correctly and the system is unable to verify, you may encounter this error message - <b><i>We were unable to verify the SSN entered to DMHRSi information. If you have entered your SSN correctly, please proceed to step 3 of self registration – Select &lt;Next&gt;. If you are not sure you entered correctly, please click "Try Again".</i></b> Please follow the instructions as appropriate.</p>
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6.	<p>Complete the registration by typing and selecting the appropriate answers:</p> <p>Complete Personal Data (name, email etc.)</p> <p>Foreign National ID: Leave Blank</p> <p>Service or Agency: Coast Guard CG</p> <p>MTF\Location\Unit: Select the flashlight symbol  Click on the  next to Coast Guard, next, select the  next to (Pacific) USCG Pacific Area, then, highlight (0419A) USCG HS "A" SCHOOL and click </p> <p>Duty Status: As appropriate</p> <p>Rank: As appropriate</p> <p>HIPAA Job Position: 01 Ancillary Clinical</p> <p>HIPAA Job Domain: MTF\Location\Unit: Select the flashlight symbol  Click on the  next to Coast Guard, next, select the  next to (Pacific) USCG Pacific Area, then, highlight (0419A) USCG HS "A" SCHOOL and click </p> <p>Create a password and password challenge/response, then Select &lt;Next&gt;.</p>
7.	<p>After a short pause confirming registration, the system takes you to a <a href="#">Search Catalog</a> on the upper left of the screen. Type in HIPAA.</p>
8.	<p>The next screen is <b>Self-Paced Learning</b>: Click on <a href="#">See all 24 results in Self-Paced Topics</a></p>
9.	<p>A list of HIPAA topics appears: Select one at a time to include the following:</p> <p>HIPAA Security 101</p> <p>HIPAA Ancillary Clinical Introduction and Scenarios</p> <p>HIPAA Introduction to Privacy and Security</p> <p>HIPAA Family Discussions and Opt Out</p> <p>When you click on a topic, you will be given the option of enrolling in it: Click on the Enroll icon associated with the topic.</p>
10.	<p><b>New window opens Success: Enroll. Go back and enroll in the other topics. Once you have added all of the topics, proceed.</b></p>
11.	<p>Read the <b>eStudy</b> screen. When finished reading, click on the Play button to run the course.</p>
12.	<p>Proceed through the course. When finished, take the Test.</p>
13.	<p>At the conclusion of the test, <b><u>print the Security Certificate of Completion</u></b> and bring it with you to HS "A" School. Do NOT lose or forget your password the MHL Learn; bring it with you as well.</p>